



Occupational Licensing Individual Renewal Application

Occupational Licensing Website: <http://www.tceq.texas.gov/licensing>

Ph: 512-239-6133, Fax: 512-239-6272, Email: licenses@tceq.texas.gov

TCEQ USE ONLY	
Payment :	
Received Date:	
Tracking No.:	

Section 1: Current Licensee Information *(enter licensee's contact information, not employers)*

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	Suffix	Last 4 of SSN
_____	_____	_____		
TCEQ License No.	Date of Birth	Email Address (receive license renewal reminders)		
_____			_____	
Mailing Address			Home Phone	
_____			_____	
City, State, Zip Code			Work Phone	

Section 2: Continuing Education (CE) Hour Requirements

[CE requirements](#) are dependent on the type of license held. CEs must be obtained prior to the expiration of the license. [View expiration date and current CEs for your license.](#)

Section 3: Criminal Background Notification

All individuals applying to renew an existing license are required to fill out a Criminal Conviction Notification form. This form is attached, or it may be completed online: [Criminal Conviction Notification form.](#)

Section 4: Additional Information *(only applies to Class D Water, Class D Wastewater and OSSF Site-Evaluator license holders)*

If renewing a Class D Water or Wastewater license, or an OSSF Site-Evaluator License, an additional form is required to renew your license. Click on your license type below to download the form and submit with this application.

[Class D Water Operator License](#)

[Class D Wastewater Operator License](#)

[OSSF Site- Evaluator License](#)

Section 5: Payment

The fee required to renew an individual's license/registration is \$111. Please enclose a check or money order.

Section 6: Mail Application and Supporting Documentation

Your application must be **SUBMITTED** to the executive director or be **POSTMARKED** no later than 30 days after the expiration date of your license or the application will be denied and you will need to reapply for a new license. The application fee will not be refunded for an application that is submitted late or denied.

TCEQ, MC-214
PO Box 13088
Austin, TX 78711-3088

(To overnight): TCEQ, MC-214
12100 Park 35 Circle
Austin, TX 78753

Section 7: Application Affidavit

AFFIDAVIT: I hereby certify under penalty of law that this application and any attachments contains no willful or negligent misrepresentation or falsification and that all information is true, accurate and complete. I understand that any misrepresentation or falsification may result in DENIAL of my application or REVOCATION of my license or registration issued as a result of this application.

Signature

Date

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
CRIMINAL CHARGES/CONVICTION ATTESTATION**

(attach additional pages as necessary)

SECTION I: BASIC INFORMATION

TCEQ License #	Last Name	First Name	Middle Name	Suffix
Last 4 of SSN	Email Address	Date of Birth / /	Maiden/Other Names	

PLEASE CHECK ONE OF THE FOLLOWING BOXES:

I attest that I have no record of arrest with any law enforcement agency nor have I ever received a criminal conviction, deferred adjudication, or dismissal from any court for charges above a Class C Misdemeanor. *(If this box is checked, skip Sections II & III and sign and date the form.)*

I have previously submitted a Criminal Charges/Conviction Attestation **with the TCEQ** and my criminal history has not changed since the last submission.

I have been arrested or received a criminal conviction and my history is listed in Section II/III.

I have been arrested or received a criminal conviction and have attached a Texas DPS or F.A.S.T. report attesting to the criminal history.*

SECTION II: CONVICTION INFORMATION*

(List all convictions, including deferred or dismissed cases, regardless of age.)

Date Convicted (Required) / /	Offense(s) Convicted of (Required)		
Docket Number (if known)		Trial Date (if known) / /	
Court Where Convicted (if known)		Court Mailing Address (if known)	
City (Required)	State (Required)	County (if known)	

SECTION III: ARREST INFORMATION*

(List all arrests, regardless of age)

Date Arrested/Charged (Required) / /	Charged Offense(s) (indicate felony or misdemeanor and class) (Required)		
Docket Number (if known)		Trial Date (if known) / /	
Name of Arresting Agency (if known)		Arresting Agency Mailing Address (if known)	
City (Required)	State (Required)	County (if known)	

I affirm that the above information is true and correct. I understand that fraudulent or falsified information could result in denial of this application pursuant to Tex. Admin. Code §30.33 or revocation of my license pursuant to Tex. Water Code §7.303.

Name (Type or Print)

Signature

Date

CRIMINAL CHARGES/CONVICTION NOTIFICATION INSTRUCTIONS

SECTION I: BASIC INFORMATION

TCEQ License # – TCEQ License type for which you want to apply
Last Name/First Name - as it appears on your Government-issued ID
Middle Name - as it appears on your Government-issued ID
Suffix - Jr., Sr., III, etc., as it appears on your Government-issued ID
Last 4 of SSN - Last 4 digits of your Social Security Number
Email Address - email address at which we can contact you
Date of Birth - MM/DD/YYYY (ex: 04/01/1978), as it appears on your Government-issued ID
Maiden/Other Names – Maiden name or other names you are known by

SECTION II: CONVICTION INFORMATION

Date Convicted - date of conviction (MM/DD/YYYY)
Offense(s) Convicted of - List all convictions, dismissals, and deferred cases. Include the class and level of charge – for example, First Degree Felony or Class B Misdemeanor.
Docket Number - the docket number of your court proceedings
Trial Date – date of your trial (MM/DD/YYYY)
Court Where Convicted - ex: Travis County Court # 3
Court Mailing Address/City/State/County

SECTION III: ARREST INFORMATION

Date Arrested or Charged - date of arrest or court appearance (MM/DD/YYYY)
Charged Offense(s) - List all offenses you have been charged with here. Include the class and level of charge – for example, First Degree Felony or Class B Misdemeanor
Docket Number - the docket number of your court proceedings
Trial Date – date of your trial date (MM/DD/YYYY)
Name of Arresting Agency – the name of the law enforcement agency
Arresting Agency Mailing Address/City/State/County

* If you cannot recall arrest(s) or conviction(s), you may go to one of the websites below and purchase a report to submit along with this signed form. You must also attest to any criminal arrest or conviction outside the state of Texas.

- TxDPS Public Criminal History Search:
<http://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>
- Fingerprint Applicant Services of Texas (F.A.S.T):
http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm

Other helpful website:

- To locate Conviction Docket Numbers, etc., you will need to contact the court in which you were convicted: <http://www.courts.state.tx.us/>

CONTACT INFORMATION:

This form is only to be submitted with an application or as a response to a deficiency letter.

Mailing Address:

(for applications with a check or money order)

TCEQ, MC-214
P.O. Box 13088
Austin, TX 78711-3088

Mailing Address:

(for responses to a deficiency letter)

Occupational Licensing, MC-178
P.O. Box 13087
Austin, TX 78711-3087

Phone: (512) 239-6133

Fax: (512) 239-6272

Email: licenses@tceq.texas.gov

Webpage: www.tceq.texas.gov/licensing